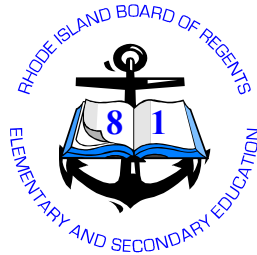Stateof Rhode Island and ProvidencePlantations
DEPARTMENT OFEDUCATION
ShepardBuilding
255Westminster Street
Providence,Rhode Island 02903-3400

May 10, 2004

TO: Superintendents, Assistant Superintendents, Principals, District Data
            Managers
FROM: Mary Ann Snider, Director
            Office of Assessment and Accountability
SUBJECT: Review of New Standards Demographic File

Later this week will be the time for you to review the demographic information associated with your students' *New Standards* assessments (grades 4, 8 & 11) that are used for NCLB accountability purposes. There will be two sets of student demographic information on *eRIDE* for your review and correction—one for English Language Arts and the other for Mathematics. Each file must be addressed separately. You may need to update both sets of demographic information if some of the information you provided in December for use on pre-ID labels was not completely accurate and you may also need to correct any errors to information entered on the test booklets by your schools at the time of testing.

As you did for the March enrollment submission, you will need to logon *eRIDE* (http://www.eride.ri.gov) on **Wednesday, May 12th** to review the data. Districts may decide to print the demographic records from *eRIDE* and distribute them to schools for their verification/updates. Then, any corrections needed must be entered via *eRIDE* no later than **Tuesday, May 18th**.

You will not be allowed to DELETE or ADD any students. The students listed in each set are of two types:
1) those who were enrolled as of March 26, 2004, and
2) those for whom you had **pre-ID labels** but subsequently moved/transferred, or had their grade level changed prior to the start of

state testing, or were transferred to outplacement educational facilities. **There should be a "Y" in the "Withdrew" field for all such students.**

Detailed step-by-step instructions will be posted on *eRIDE* on May 12th. The next page provides the list of demographic fields to be reviewed/updated. Pay particular attention to the fields in bold because each of these is used for NCLB accountability purposes.

LIST OF DEMOGRAPHIC FIELDS TO VERIFY/UPDATE
For
NEW STANDARDS STUDENT DEMOGRAPHIC INFORMATION

Field Name	Description
dname	*District Name*
dcode	*District code*
sname	*School Name*
scode	*School Code*
lasid	*Locally Assigned Student ID*
sasid	*State Assigned Student Identifier*
cartnum	*Cart Number*
cartseq	*Cart Sequence*
grade	*Grade Level*
snamel	Student's Last Name
snamef	Student's First Name
snamem	Student's Middle Initial
dob	Date of Birth (MDY)
gender	**Gender (M,F)**
race	**Race (see *eRIDE* Table)**
iep	**IEP Status (Y,N,Blank)—has IEP or exited from special education services during 2003-2004 school year**
sec504	**Section 504 Plan (Y,N,Blank)**
titleI	Title I (Y,N,Blank)—receiving Title I services OR coded for every student when the school has a school-wide project
lep	**LEP Status (Y,N,Blank)—enrolled in an ESL or bilingual program or exited from LEP services during 2003-2004 school year**
lepmon1	**LEP Monitored Year 1 (Y,N,Blank)—exited from ESL or bilingual program between Oct. 1, 2002, and Sep. 30, 2003**
lepmon2	**LEP Monitored Year 2 (Y,N,Blank)—exited from ESL or bilingual program between Oct. 1, 2001, and Sep. 30, 2002**
us3yrs	**In U.S. Less Than 3 Years (Y,N,Blank)—enrolled in school in the U.S. for 3 or fewer consecutive school years, including 2003-2004; most of these students arrived in the U.S. after Oct. 1, 2000**
lep1yr	**LEP Exempted in ELA (Y,N,Blank)—enrolled in school in the U.S. for the first time after June 30, 2003**
lunch	**Lunch Status (Y,N,Blank)—eligible to receive free or reduced-price lunch**
sch1yr	**New to School (Y,N,Blank)—enrolled in this school after Oct. 1, 2003**
dist1yr	**New to District (Y,N,Blank)—enrolled in this district after Oct. 1, 2003**
withdrew	**Withdrew from School (Y,N,Blank)—moved/transferred, grade level changed, no longer enrolled, transferred to an outplacement facility**
altass	**Taking the Alternate Assessment (Y,N,Blank)**
medex	***Medical Exemption (Y,N,Blank)—if request was approved by RIDE***
homesch	**Home Schooled (Y,N,Blank)**
ctechctr	Attends a Career-Tech Center (see *eRIDE* Table)